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OFFICE OF THE DIRECTOR

Action Memorandum No. 2-944

Date 17 Jan 64

TO : Director of Personnel

THROUGH : Deputy Director (Support)



SUBJECT : Authorization for the Entrance On Duty of New Clerical Employees

REFERENCE:

1. Effective immediately, you are authorized to enter on duty new clerical employees at a rate not to exceed from January to June 1964.

2. Although the estimate of new clerical employees during FY 1965 appears reasonable, I will authorize entrance on duty of clerical employees during FY 1965 on a quarterly basis. Therefore, as soon as possible, you should submit to the Manpower Control Officer an estimate of the new clerical employee requirements by quarter during FY 1965. Based on experience, attrition changes by quarter, as well as the months during which more clerical employees are available for employment, should be taken into consideration. Upon receipt of these estimates, I will issue appropriate authorizations.

Lyman B. Kirkpatrick
Executive Director-Comptroller

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